



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT DRUM, NEW YORK 13602-5000

IMNE-DRM-EEO

OCT 20 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #4 - Equal Employment Opportunity (EEO), Unlawful Harassment, and Diversity Policy for Civilian Employees and Applicants for Employment

1. I am committed to protecting and maintaining a work environment free of unlawful harassment and discrimination. Both of these actions violate federal law and will not be tolerated, whether the discriminatory action is based on gender, race, color, religion, national origin, age (40 or older), disability (mental or physical), or reprisal for engaging in protected EEO activity. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to create a hostile work environment.
2. Discrimination of any kind is detrimental to accomplishing the IMA mission and affects the morale of the workforce. Managers and supervisors at all levels will promote EEO by abiding by the policies and ensuring that all EEO policies are posted and reviewed, at least annually, during staff meetings. I expect every supervisor to address any allegation of discrimination and/or harassment promptly, effectively, and fairly and ensure employees are not subjected to retaliation for participating in the EEO process.
3. EEO is a critical readiness issue, and I will enforce AR 690-12 to maintain and enhance a diverse workforce at this installation. All personnel should give their chain of command and the EEO staff the opportunity of resolving discrimination complaint issues informally at the lowest level possible. I will ensure discrimination complaints receive fair and impartial processing IAW AR 690-600.
4. Employees who perceive they are victims of harassment or individuals who witness inappropriate workplace behavior should report it immediately through their chain of command or contact the Equal Employment Opportunity Office at 772-6565 or 772-4090.

DAVID J. CLARK
Colonel, Military Police
Garrison Commander

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